



Republic of the Philippines
DEPARTMENT OF THE INTERIOR AND LOCAL GOVERNMENT
Regional Office I

BIDS AND AWARDS COMMITTEE

INVITATION TO BID

The Department of the Interior and Local Government, Regional Office I (DILG RO I), through its Bids and Awards Committee (BAC), invites prospective service providers to bid for the hereunder contract:

Bid Number: PR 2025-07-223

Name of Project: SUPPLY AND DELIVERY OF BRAND NEW DILG RO1
ICT EQUIPMENT / RESOURCES TO SUPPORT DAY-TO-
DAY OPERATIONS

Location: DILG R1 Office, Sevilla, City of San Fernando, La Union

Approved Budget for the Contract (ABC): THREE MILLION SEVEN
HUNDRED TEN THOUSAND PESOS (Php3,710,000.00)

Delivery Schedule : Within sixty (45) calendar days upon issuance of the Notice
To Proceed (NTP)

Source of Funds : NATIONAL EXPENDITURE PROGRAM FY 2025

Specifications : The project has the following specifications:



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Item	Specification	Unit	Quantity
1	LAPTOP * Brand: At least 30 years in the market * CPU: At least 12 Cores > Latest generation processor available on the market or higher > At least 12 MB L3 Cache, 12 cores, 16 threads > Max Turbo Frequency: at least 4.60GHZ * Memory: At least 16GB DDR4 3200MHz * Display: At least 14 to 15" FHD 1920 x 1080 Resolution Anti-Glare Non-Touch 250nits WVA Display 250 nits * GPU: Integrated or Dedicated Graphics * Graphics Card: Intel Iris Xe Graphics * Storage: At least 512 GB PCIe NVMe M.2 SSD * Wireless Connectivity: Intel Wi-Fi 6E AX211, 2x2, 802.11ax, Bluetooth wireless card * Operating System: Preloaded License Windows 11 or higher; with built-in recovery for OS, drivers and utilities * Office: Bundled with latest Microsoft Office * Chassis Exterior Materials: Aluminum exterior shell * Keyboard: English US backlit keyboard * Free laptop bag * 3 years warranty on parts, labor and service * Supplier shall respond within 24 hours to provide technical assistance/support upon verbal/written thru mobile/phone, email, and all other forms of communication from the end user	Set	51
2	DESKTOP * Brand: At least 30 years in the market * CPU: At least 10-Cores or higher, or equivalent Latest generation processor available on the market At least 20MB L3 Cache At least 16 Threads Max Turbo Frequency: At least 4.6 GHz * Memory: At least 16GB (2x8GB DDR4 Memory) 3200Mhz * Graphics: Integrated or Dedicated Graphics * Storage: At least 256GB M.2 PCIe NVMe SSD and 1 TB SATA HDD * Operating System: Preloaded License Windows 11 Pro 64bit or higher, or equivalent OS with built-in recovery for OS, drivers and utilities	Set	4

"Matino, Mahusay at Maaasahan"

City of San Fernando, La Union

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	<p>drivers and utilities</p> <ul style="list-style-type: none"> * Office: Bundled with Microsoft Office Home and Student 2021 * I/O Ports: 1 Headphone Audio Combo Jack, 2 USB 2.0 Type-A, 2 USB 3.2 Gen 1 Type-A, 1 RJ45 1000/2500 Gigabit Ethernet Port, 1 HDMI/VGA/Display Port * Expansion Slots: 1 PCIe 3.0 x 1, 1 PCIe 4.0 x 16, 1 M.2 connector for storage, 2 DDR4 DIMM/U-DIMM slot * Network: At least 802.11 wireless LAN, 5.0 LAN Bluetooth and With Gigabit Ethernet * Power Supply: At least 240 Watt-hours (Wh) * Monitor: Preferably must be the same brand with the offered unit <ul style="list-style-type: none"> Size: At least 23.8 inch Resolution: At least 1920x1080 With VGA/HDMI port and cable * With Mouse, Keyboard and UPS * 3 years warranty on parts, labor and service * Supplier shall respond within 24 hours to provide technical assistance/support upon verbal/written thru mobile/phone, email, and all other forms of communication from the end user 		
3	<p>LASER PRINTER WITH NETWORK MODULE</p> <ul style="list-style-type: none"> * Print Technology: Colour Laser * Functions: Print, scan, copy; Duplex printing: Automatic (default) * Print Speed: At least 20 pages per minute (PPM) (Overall) * Print Resolution: At least 600 x 600 dots per inch (DPI) * Scan Speed: At least 20 ppm * Scan Type: Flatbed, Automatic Document Feeder (ADF) * Scan File Format: JPEG, PDF, TIF, XPS, High Compression PDF * Paper: A4, A5, Legal, Letter, Folio/Officio * Copy Speed: At least 21 copy per minute (CPM) * Copy Resolution: At least 600 x 600 dpi * Connectivity/ Standard Interface: USB 2.0, Ethernet, Wi-Fi * Memory: At least 512 Megabytes (MB) * Processor Speed: At least 500 Megahertz (Mhz) * Monthly Duty Cycle: At least 50,000 pages * Paper Handling (Input): Cassette: At least 250 pages * Paper Handling (Output): At least 100 pages * Operating System: Windows 10 or higher; equivalent OS 	Set	4

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	*2 years warranty on parts, labor and service *Supplier shall respond within 24 hours to provide technical assistance/support upon verbal/written thru mobile/phone, email, and all other forms of communication from the end user *Supplier shall submit Certification that the machine consumables and parts are available in the Philippine market at least 2 years from the date of purchase		
4	DIGITAL SINGLE-LENS REFLEX CAMERA (DSLR) 24.2 Megapixels *24.2MP APS-C Sensor *45 Cross-Type AF Points *6fps continuous shooting *Dual Pixel CMOS AF *60p Full HD *Wi-Fi and Bluetooth Connectivity ➤ DISPLAY: Aspect ratio: 3:2 Display Size Resolution: 1920x1080pixels Adjustable Angel: Tilttable Viewfinder: Optical ➤ LENS (inclusion) Lens Mount: EF/EF-s Aperture: f6 Focal Length: 28.8-88 Exposure Compensation: +/-5 EV Focus: Autofocus, Manual Focus ISO Maximum: 25600 ISO Minimum: 100 ISO Auto: Yes ➤ Camera Features: Built-in Flash\ ➤ Battery: 1 x Rechargeable Li-ion Battery LP-E17 ➤ 2 years warranty on parts, labor and service ➤ Supplier shall respond within 24 hours to provide technical assistance/support upon verbal/written thru mobile/phone, email, and all other forms of communication from the end user	Set	1



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The Eligibility Check/Screening as well as Preliminary Examination of Bids shall use non-discretionary "pass/fail" criteria.

Criteria for the eligibility check of prospective bidders, examination and evaluation of bids and post-qualification and all matters relevant to this procurement shall be in accordance with Republic Act 9184 (The Government Procurement Reform Act) and its Revised Implementing Rules and Regulations.

Schedule of bidding activities shall be as follows:

Activity	Requirements	Dates/Place
Posting of Invitation to Bid	To be posted in the PhilGEPS, DILG RO1 website and conspicuous place in the DILG Regional Office for 7 days	July 17-24, 2025
Availability and Issuance of Bid Documents	Payment of non-refundable fee in the amount of P3,710.00 in cash, payable to the Cashier, DILG Regional Office	July 17-18, 2025, 8:30 AM-4:00 PM; July 21-25, 2025, 8:30 AM- 4:00 PM; July 28-Aug.1, 2025, 8:30 AM- 4:00 PM; Aug. 4-8, 2025 8:30 AM- 12:00 PM; Aug. 11-12, 2025 8:30 AM-4:00 PM; Aug. 13, 2025 8:30 AM - 2:00 PM
Pre-Bid Conference	DILG RO1 will hold Pre-Bid Conference	July 25, 2025 at 2:00 PM Zoom Meeting ID: 829 4190 3948 Passcode: bacmeeting
Deadline of Submission of Bids	Bids must be accompanied by a Bid Security in the form of Bid Securing Declaration or any of the following forms and amount: (a) The amount of not less than Seventy Four Thousand Two Hundred Pesos (P74,200.00) if bid security is in cash/cashier's/manager's check, bank	Aug. 13, 2025 at 2:00 PM at the DILG RO1

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Complete set of Bid Documents (CD Form) may be obtained at the **BIDS AND AWARDS COMMITTEE c/o BAC SECRETARIAT**, DILG Regional Office I, Aguila Road, City of San Fernando, La Union or prospective bidders may request a copy of the Bid Documents through email.

Eligibility Requirements and Technical Documents with tabbing for each document (placed in one folder, properly arranged according to the checklist), and Financial Documents with tabbing for each document (placed in one folder) shall be placed in a separate and marked, sealed envelope addressed to **RHODORA G. SORIANO, BAC Chairperson c/o BAC Secretariat** located at the DILG Regional Office I, Aguila Road, City of San Fernando, La Union. For inquiries, you may call telephone number (072) 607-1245 / 607-4468 or send email to: dilgr1.bac@gmail.com.

The DILG RO I reserves the right to reject any Bids, to annul the bidding process, which may be considered disadvantageous and not beneficial to the DILG Regional Office or waive any defect or informality therein. The DILG Regional Office assumes no responsibility whatsoever to compensate or indemnify bidders for any expenses incurred in the preparation of their bid proposals.


RHODORA G. SORIANO
BAC Chairperson

BAC Secretariat
July 15, 2025